

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: **<http://www.GSAAdvantage.gov>**.

Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: PSS

Contract Number: GS00F412GA

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: October 10, 2017 to October 9, 2022

Contractor: Catalyst Solutions, LLC
685 Garrisonville Rd Ste 105
Stafford, VA, 22554

Business Size: Small Business, Service Disabled Veteran Small business, Veteran Owned Small business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: 540-602-2600
Web Site: **www.catalystsolutions.co**
E-mail: john.calvert@catalystllc.co
Contract Administration: John Calvert

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description
541-1	Advertising Service
541-2	Public Relations Services
541-3	Web Based Marketing Services
541-4A	Market Research and Analysis
541-4B	Video/Film Production
541-4D	Conference, Events, and Trade Show Planning Services
541-4F	Commercial Art and Graphic Design Services
541-5	Integrated Marketing Services
871-1	Strategic Planning for Technology Programs/Activities
871-2	Concept Development and Requirements Analysis
871-3	System Design, Engineering and Integration
871-4	Test and Evaluation
871-5	Integrated Logistics Support
871-6	Acquisition and Life Cycle Management
874-1	Integrated Consulting Services
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-6	Acquisition Management Support
874-7	Integrated Business Program Support Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only, 50 States, DC, Territories

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts:

Tier	Threshold Amount	Additional Discount
1	For orders greater than \$150,000	1%
2	For orders greater than \$300,000	2%
3	For orders greater than \$600,000	3%

8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 829069389

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Project Manager	Both	\$120.12	\$122.53	\$124.98	\$127.48	\$130.03
2	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Subject Matter Expert 5	Both	\$156.01	\$159.13	\$162.31	\$165.56	\$168.87
3	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Subject Matter Expert 4	Both	\$129.03	\$131.61	\$134.24	\$136.93	\$139.67
4	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Subject Matter Expert 3	Both	\$104.59	\$106.68	\$108.82	\$110.99	\$113.21
5	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Facilitator, Senior	Both	\$143.11	\$145.97	\$148.89	\$151.87	\$154.91
6	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Instructor, Senior	Both	\$124.72	\$127.21	\$129.76	\$132.35	\$135.00
7	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Engineer 5	Both	\$137.95	\$140.71	\$143.52	\$146.40	\$149.32
8	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst 5	Both	\$128.25	\$130.81	\$133.43	\$136.10	\$138.82
9	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst 4	Both	\$107.63	\$109.78	\$111.98	\$114.22	\$116.50
10	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst 3	Both	\$87.88	\$89.64	\$91.44	\$93.26	\$95.13
11	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst 2	Both	\$68.79	\$70.17	\$71.57	\$73.00	\$74.46
12	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst 1	Both	\$52.99	\$54.05	\$55.13	\$56.23	\$57.35
13	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Analyst, Jr	Both	\$41.24	\$42.06	\$42.91	\$43.76	\$44.64

14	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Multi-media Specialist	Both	\$90.51	\$92.32	\$94.17	\$96.05	\$97.97
15	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Graphic Designer	Both	\$81.00	\$82.62	\$84.27	\$85.96	\$87.68
16	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Photo-Videographer	Both	\$62.41	\$63.65	\$64.93	\$66.23	\$67.55
17	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Software Developer	Both	\$88.40	\$90.17	\$91.97	\$93.81	\$95.69
18	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Technical Writer **	Both	\$77.94	\$79.50	\$81.09	\$82.71	\$84.37
19	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Writer	Both	\$71.89	\$73.33	\$74.79	\$76.29	\$77.81
20	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Event Coordinator	Both	\$35.30	\$36.01	\$36.73	\$37.46	\$38.21
21	541-1, 541-2, 541-3, 541-4A, 541-4B, 541-4D, 541-4F, 541-5, 871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 874-1, 874-4, 874-6, 874-7	Administration Specialist 2 **	Both	\$38.78	\$39.56	\$40.35	\$41.15	\$41.98

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Specialist 2	Administrative Assistant - 01020	2015-4281 R. 5
Technical Writer	Technical Writer - 30463	2015-4281 R. 5

Labor Category Descriptions

Administration Specialist	
Use computers for various applications, such as database management or word processing. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Create, maintain, and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material. Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions. Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs. Maintain scheduling and event calendars. Complete forms in accordance with company procedures. Schedule and confirm appointments for clients, customers, or supervisors. Make copies of correspondence or other printed material.	
Level	Education/Experience Requirements
II	An Associate's degree plus 2 years of work experience.

Analyst	
Gather and organize information on projects/programs, problems and/or procedures. Conduct analysis to identify solutions, evaluate them, and present cohesive recommendations with supporting rationale. Provide analytical support to decision analysis. Document, illustrate, and communicate analytical processes, conclusions, and recommendations. Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program. Plan study/analysis of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes. Confer with stakeholders and conduct interviews to evaluate the function and effectiveness of systems or procedures.	
Level	Education/Experience Requirements
Junior	An Associate's degree plus 0 years of work experience.
I	A Bachelor's degree plus 1 years of work experience.
II	A Bachelor's degree plus 3 years of work experience.
III	A Bachelor's degree plus 6 years of work experience.
IV	A Bachelor's degree plus 10 years of work experience.
V	A Master's degree plus 15 years of work experience.

Engineer	
Confer with engineers, clients, users, and other stakeholders to discuss existing or potential engineering projects and solutions. Consult with clients to prepare technical project specifications. Analyze technical requirements and designs. Analyze technology, resource needs, and market demands in order to plan and assess the feasibility of projects. Develop and present engineering analysis, technical solutions, and recommendations. Review and write technical reports to document and communicate information in support of project requirements. Confer with management, production, and marketing/requirements staff/offices in order to discuss/establish project specifications and procedures. Investigate client/user complaints related to system performance/design. Support, coordinate and direct the integration of technical activities.	
Level	Education/Experience Requirements
V	A Master's degree plus 15 years of work experience.

Event Coordinator
Consult with clients to determine objectives and requirements for events such as meetings, conferences, and conventions. Plan and conduct meeting with clients in order to define major event requirements. Understand and facilitate the achievement of the client's objectives for each event. Develop event budgets and manage costs within the allocated budget. Schedule speakers, vendors, and participants. Coordinate and monitor event timelines and ensure deadlines are met. Secure sponsorships. Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise. Inspect event facilities to ensure that they conform to customer requirements. Coordinate services for events, such as accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
Education/Experience Requirements
A high school diploma plus 2 years of work experience.

Facilitator	
Assist professional groups with developing new concepts, plans, and solutions. Engage the group with discussion and collaborative activities that foster an understanding of their common objectives. Lead project-based workshops through the meeting facilitation lifecycle, which includes the systematic preparation, execution, and follow up of workshop events. Develop and document standardized and repeatable facilitation processes, tools, templates, and techniques used to develop work products. Identify and implement relevant business process re-engineering tools and techniques during workshops. Document and develop standardized processes, tools, templates, and techniques for reuse in future projects and/or workshops.	
Level	Education/Experience Requirements
Senior	A Bachelor’s degree plus 10 years of work experience.

Graphic Designer
Prepare work to be accomplished by gathering information and materials. Plan concept by studying information and materials. Illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts. Create designs, concepts, and sample layouts, based on knowledge of layout principles and esthetic design concepts. Confer with clients to discuss and determine layout design. Develop graphics and layouts for product illustrations, company logos, and Web sites. Review final layouts and suggest improvements as needed.
Education/Experience Requirements
A Bachelor's degree plus 2 years of work experience.

Instructor	
Deliver classroom instruction in accordance with the specified curriculum and the professional field or discipline. Plan and organize instruction in ways that maximize student learning. Employ appropriate teaching and learning strategies to communicate subject matter to students. Modify, where appropriate, instructional methods and strategies to meet diverse student's needs. Encourage the development of communication skills and higher order thinking skills through appropriate assignments. Contribute to the selection and development of instructional materials in accordance with course objectives.	
Level	Education/Experience Requirements
Senior	A Bachelor's degree plus 10 years of work experience.

Multimedia Specialist	
Plan and conduct meetings with clients to discuss briefs/requirements and/or project progress and make technical recommendations. Create multimedia designs in liaison with animators, programmers, writers, video producers, sound engineers and artists. Develop and use skills and expertise in appropriate design packages. Keep up-to-date with technological and software developments. Test products for errors and making amendments. Advise clients on what is technically possible and produce a proposal. Author files into a single program. Produce finished design work and presenting final designs to clients.	
Education/Experience Requirements	
A Bachelor's degree plus 4 years of work experience.	

Photo/Videographer	
Determine desired images and picture composition; and select and adjust subjects, equipment, and lighting to achieve desired effects. Estimate or measure light levels, distances, and numbers of exposures needed, using measuring devices and formulas. Adjust apertures, shutter speeds, and camera focus based on a combination of factors such as lighting, field depth, subject motion, film type, and film speed. Create artificial light, using flashes and reflectors. Maintain and operate video equipment, edit select footage, and stay up-to-date with all new technological advances. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Integrate video and audio capabilities.	
Education/Experience Requirements	
A high school diploma plus 2 years of work experience.	

Project Manager	
Define and translate the project requirements into a work breakdown structure (WBS). Manage risks and opportunities in support of program objectives. Manage project stakeholders through effective communication and coordination and establish and execute a communication plan. Prepare project status reports by collecting, analyzing, and summarizing information and trends. Identify and assign duties, responsibilities, and span of authority for project personnel. Develop and manage the annual budget for a project. Establish schedules, processes, and action plans to facilitate successful project execution. Develop implementation plans that include analysis such as cost-benefit or return on investment (ROI).	
Level	Education/Experience Requirements
I	A Bachelor's degree plus 8 years of work experience.

Subject Matter Expert	
<p>Guide and advise other professionals within the project to ensure that technical content is accurate. Provide guidance and counseling to management and direction for problem definition, analysis, and requirements development. Support the analysis and development of solutions for complex technical problems in applications such as logistics, program management, systems analysis, risk, information technology, and acquisition. Provide technical analysis in specific technical areas to support management, organizational, and business decisions. Collaborate with customer(s) to determine specific needs and requirements.</p>	
Level	Education/Experience Requirements
III	Bachelor's Degree plus 10 years of work experience.
IV	Bachelor's Degree plus 15 years of work experience.
V	Bachelor's Degree plus 20 years of work experience.

**An additional 4 years of relevant work experience can be substituted for a Bachelor's Degree

Software Developer
<p>Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis. Maintain skills and expertise in the current development environments and programming languages. Support the development of use cases, wire frames, flowcharts, and development schedules in support of requirements development and project planning. Advise clients regarding feasibility and complexity of proposed software development solutions. Draft proposed software test plans. Conduct and document testing to evaluate products for errors and make recommendations for resolution. Develop, validate and deliver fully functional software capabilities in the specified environment for the client.</p>
Education/Experience Requirements
A Bachelor's degree plus 4 years of work experience.

Technical Writer
<p>Follow a standardized process to edit and deliver documents as required. Edit documents for grammar, spelling, and internal consistency. Verify that the document contains all sections mandated by the customer's templates, and ensure completeness of the list of acronyms if included in the document. Make formatting corrections to ensure compliance with the customers' standards. Conduct editorial peer reviews of documents edited and make corrections suggested by the reviewers as needed, this can be done either informally or using a tool such as a Comment Resolution Matrix. Ensure timely delivery of documentation. Record the status of editorial tasks in progress. Report defect metrics from editorial peer reviews to the document author. Retrieve and post documents from the customer's online documentation library.</p>
Education/Experience Requirements
A Bachelor's degree plus 3 years of work experience.

Writer
<p>Originate and prepare written material, such as scripts, stories, advertisements, and other material. Write to the specified audience in their terms and on their level so that the sponsor's message is more readily received. Discuss with the client the product, advertising themes and methods, and any changes that should be made in advertising copy. Develop specific goals and plans to prioritize, organize, and accomplish the assigned work. Research, observe, receive, and otherwise obtain information from all relevant sources. Write marketing/advertising copy for use by publication, broadcast, or internet media to promote the sale of goods and services. Communicate with people outside the organization, represent the organization to customers, the public, government, and other external sources. Present drafts and ideas to clients. Vary language and tone of messages based on product and medium.</p>
Education/Experience Requirements
A Bachelor's degree plus 2 years of work experience.